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ABSTRACT

This guide provides potential solutions to common administrative problems of school district technology programs. Chapter 1 is an introduction which outlines the background and functions of school district technology programs, and the design of the book. Strategic planning is discussed in Chapter 2, including the institutional climate; organizing the planning team; gauging current status; determining directions; identifying strategies; and presenting the budget and timeline. Chapter 3 considers major issues and guiding principles for developing a technology curriculum. Chapter 4 discusses effective budgeting strategies; creating an annual budget; and monitoring the budget. The topics on purchasing, covered in Chapter 5, include local conventions and rules; the bid process; writing specifications; strategies for coping with three common problems; and working with vendors. Chapter 6 examines considerations for a sound maintenance program, and who should provide the services. Training and staff development are examined in Chapter 7, including the need for a district-wide staff development policy; sources for support of staff development; and suggestions for effective staff development programs. The issue of providing support services is covered in Chapter 8, highlighting technology resource centers; supporting staff at work locations; and equipment loan programs. Chapter 9 deals with school-based issues, including in-school support; "tangible resources"; acquiring equipment; purchasing instructional software; the need for a physical infrastructure; preparing for local area networks; and preparing schools for the "information superhighway". Twenty-three tables of information and 16 sample worksheets are also provided. (AEF)